



# **ELECTRONICS DIVISION**

## **Standard Operating Procedures**

Updated: March 2, 1992  
Passed: Electronics Division Steering Committee, November 1, 1992  
Amended: Electronics Division Steering Committee, April 18, 1993  
Passed: Electronics Division Business Meeting, April 19, 1993  
Amended: Electronics Division Steering Committee, April 30, 2000  
Passed: Electronic Division Business Meeting, May 2, 2000  
Amended: Electronics Division Steering Committee, April 22, 2001  
Passed: Electronics Division Business Meeting, April 24, 2001  
Amended: Electronics Division Steering Committee, April 28, 2002  
Passed: Electronics Division Business Meeting, April 30, 2002  
Amended: Electronic Division Steering Committee, September 16, 2007  
Passed: Electronic Division Business Meeting, September 18, 2007  
Amended: Electronic Division Steering Committee, October 5, 2008  
Passed: Electronic Division Business Meeting, October 8, 2008  
Amended: Electronics Division Business Meeting, October 5, 2015  
Passed: Membership Vote, December 11, 2015  
Amended: By Petition, May 1, 2017  
Passed: Membership Vote, June 7, 2017

Division will retain the "TRUSTEE" position with "new functional responsibilities" as indicated in the corrected version of the SOP. (TRUSTEE's new function is "LIAISON between Division and SOCIETY, and be a member of the Division "Executive Committee")

**ELECTRONICS DIVISION**

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Electronics Division

**GENERAL INFORMATION**

- I. Each office holder of the Division must, and each committee chair should, become familiar with his own Standard Operating Procedure and with the RULES OF THE DIVISION, in particular those applying to Relations with the SOCIETY.
- II. The provisions of the Charter, the Constitution, By-Laws, Rules, and Procedures Manual of the SOCIETY shall govern the procedure of this Division, but no action or obligation of this Division shall be considered an action or obligation of the SOCIETY. The previous sentence shall be imprinted on any publication issued by the Division.
- III. The Division shall not expend funds of the SOCIETY nor incur indebtedness without the formal approval of the Board of Directors.
- IV. Authorization for incurring indebtedness by the Division for a purpose which has been approved by the Board of Directors of the SOCIETY shall be obtained by a majority of the members voting on a ballot which shall state the purpose and amount of the proposed expenditure and the agreement of the voter to a stipulated maximum assessment to liquidate the indebtedness. Such assessment shall be collected by the SOCIETY and credited to the account of the authorized indebtedness.
- V. Special funds to be expended for a purpose approved by the Board of Directors may be collected by the Division or an authorized committee thereof. Such funds shall be deposited with the SOCIETY, held in a special account, authorized by the Division Trustee, and paid out by the Treasurer of the SOCIETY, for the authorized purpose in a manner agreed upon by the Executive Committee of the Division and the SOCIETY.
- VI. In the event of the dissolution of this Division and the discharge of its debts and the settlement of its affairs, any funds and property of the Division remaining thereafter shall be conveyed to the SOCIETY for the general purposes of the SOCIETY in promoting the Electronics Ceramics.
- VII. Each Permanent Committee of the Division shall cooperate with and assist the corresponding committee of the SOCIETY as instructed in matters which require Division representation. The Chair of a Permanent Committee of the Division will become a member of the corresponding committee of the SOCIETY, when Division representation is specified in the By-Laws or Rules of the SOCIETY.
- VIII. Any temporary Division Committee authorized by the Division shall be appointed by the Division Chair for one year. A temporary Committee may be reauthorized by the Division and its members shall be eligible for immediate reappointment.

**COMMITTEE CHAIR EVENTS**

- Two weeks After Annual      Contact your Committee members and the Division Chairs for additional suggestions regarding work of the Committee during the coming year.
- 3 wks prior Steering cmte.      Present a written progress report along with any revised program of your to Annual/Division Committee to the Executive Committee, through the Chair-Elect.  
Distribute copies to your Committee members, with specific assignments.
- Annual/Division      Attend the Steering Committee meeting, or arrange to have one of your Meetings Committee members attend the meeting. Distribute to your Committee any additional assignments or programs adopted at the Steering Committee.
- Four Weeks After Annual      Distribute to your Committee or upcoming Committee chairs and additional assignments or program adopted at the Annual Meeting.

**CHAIR**

- 1. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect, and the Trustee of the Division.

- II. The term of office of the Chair shall be one year, to wit: from the close of one Annual Meeting of the Society until the close of the next succeeding Annual Meeting, or until his successor has been duly elected and qualified.
- III. The Division Chair shall have general supervision of the affairs of the Division. The Chair shall preside at all meetings of the Division and of the Division Executive Committee or Steering Committee and should present a resume or report of the activities of the Division. If unable to do so, and in the event of the refusal or inability of the Chair-Elect, or the Vice-Chair to attend and preside, the Chair shall appoint a substitute to preside at such meetings. He/she shall be a member of the Steering Committee of the Electronic Division of the Society. He/she shall not be eligible for re-election within a period of five years. The Chair shall be responsible for the editorial content of any publication of the Division .
- IV. Prior to installation as Chair, the Chair-Elect shall prepare a list of his incoming committees and respective chairs (at least four weeks before the Annual Meeting, after the election, but prior to installation). Each Committee Chair agreement to serve should be obtained during this period.
- V. Any temporary Division Committee authorized by the Division shall be appointed by the Division Chair for one year. A temporary Committee may be reauthorized by the Division and its members shall be eligible for immediate reappointment.
- VI. At least three weeks before the Annual Meeting, unless otherwise SOCIETY mandated, the Division Chair-Elect shall fill all vacancies of the Standing Committees of the Society as currently required by the Society and submit the list to the Division Chair.
- VII. At least two weeks before the Annual Meeting, unless otherwise SOCIETY mandated, the Division Chair shall submit a report listing officers and Committee Chairs to the Society.
- VIII. Two weeks after the Annual Meeting or as soon as possible after the Annual Meeting of the Society, send copies of this report to members of the Executive Committee. Send memoranda to each committee chair with a copy of the Standard Operating Procedures if necessary for his committee along with any special assignments or suggestions and requesting an outline of the prepared program of the committee for the current year.
- IX. Four weeks before the Division Meeting, through Chair-Elect, send a follow-up to each committee chair requesting that a program report be submitted at least three weeks prior to the Division meeting.
- X. Invite members of the Executive Committee, Past Chairs of the Division and Steering Committee members for the coming year to attend the Division Meeting.
- XI. The Division Chair shall promptly transmit all nomination of the Nominating Committee, together with the assurance of each nominee's acceptance, to the American Ceramic Society Bulletin on or before the SOCIETY mandated date. The names of all other nominees, together with their acceptances, shall be forwarded to reach the Executive Director of the Society on or before the Society mandated date.
- XII. Five weeks before the Annual Meeting through the Chair-Elect contact the Chairs of the Committees requesting that their annual committee report be prepared and sent at least 3 weeks prior to the annual meeting so that you can make a resume of the year's activity for the annual meeting.
- XIII. The annual business meeting of the Division shall be held during the week of the Annual Meeting of the Society and shall be an item on the Division Program. From time to time, the Division Chair may wish to add people to specific committees. It is his prerogative to do so by appointing them and at the same time notifying the Committee Chairs of the appointment.
- XIV. The Division Chair shall ascertain through communications from the Society Parliamentarian whether a proposed amendment to Division Rules is consistent with the various regulations of the Society and if so, that it be voted upon. The liaison with the Society Parliamentarian should be delegated to the Chair, Rules Committee.

- XV. Set up the agenda for the meetings of the Executive Committee or the Steering Committee from the committee reports and other business; mail this to the Committee members and to Past-Chair at least two weeks prior to the meeting date.
- XVI. The Division Chair will promptly appoint Division representatives to special committees of the Society upon proper notification by the Society.
- XVII. The retiring chair, or his appointee, shall serve on the Division Nominating Committee (see SOP for Past-Chair)
- XVIII. The Chair is given liberty in his/her performance of duties and in the affairs of the Division. Such an outline as the above is a guideline and in some cases not binding nor in any case all-inclusive. However, any action must be within the framework of Division rules or the Charter, Constitution, By-Laws, and Rules of the Society.
- XIX. Chair will promptly report the activities of the Division to the Executive and Steering Committee meetings and Business meeting of the Division.

#### CHAIR-ELECT

- I. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.
- II. The term of office of the Chair-Elect shall be from the close of one Annual Meeting to the close of the next succeeding Annual Meeting, when he/she shall normally become the Chair of the Division.
- III. The Chair-Elect shall preside at all meetings in the absence of the Chair and shall immediately succeed to the powers and duties of the Chair in the event of the refusal or incapacity of the Chair to act. If the Chairship becomes permanently vacant, he/she shall assume the title of Chair.
- IV. The Chair-Elect will also have the duty to fill the various committee chairships which will take effect when he/she becomes the Chair of the Division. Prior to installation, the Chair-Elect should prepare a list of his incoming committees and respective chair (at least four weeks before the Annual Meeting, after election but prior to installation). Each chair's agreement to serve should be obtained during this period.
- V. Become familiar with the workings of the Division and make an outline of the plans for the activities for the coming year.

#### VICE-CHAIR

- I. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, The Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.
- II. The term of office of the Vice-Chair shall be one year, to wit; from the close of one Annual Meeting of the SOCIETY until the close of the next succeeding Annual Meeting, or until the successor has been duly elected and qualified.
- III. The Vice-Chair shall assist the Chair as requested and shall succeed to the powers and duties of the Chair in the event of the refusal or incapacity of the Chair and Chair-Elect to perform them.
- IV. The Committee on Programs and Meetings shall consist of the Division Vice-Chair, as Committee Chair, Secretary and Secretary-Elect as members. The incoming Committee Chair (the Secretary of the Division) of this committee must be invited to work actively with the existing Chair in order to become acquainted with the operation of this committee.

#### SECRETARY

- I. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.

- II. The term of office of the Secretary shall be one year, to wit; from the close of one Annual Meeting of the SOCIETY until the close of the next succeeding Annual Meeting, or until the successor has been elected and duly qualified.
- III. The secretary shall keep minutes of all Division meetings, and after approval by the Division Executive Committee, shall promptly file a report of a meeting. He/she shall keep a full report of the correspondence of the Division. Also submit the appropriate section(s) of the report to the Editor of the Bulletin of the SOCIETY for publication.
- IV. The Secretary shall be responsible for maintaining the Archives of the Division and keeping them up-to-date. He/she should receive copies of all official correspondence for inclusion in the Archives.
- V. The Secretary shall be responsible for sending out meeting notices of the Executive Committee.
- VI. The Secretary may be designated by the Chair to transmit special instructions to committee chairs.
- VII. The Secretary shall be a member of the committee on Programs & Meetings and Chair of the Committee on Program Advisory.

#### SECRETARY-ELECT

- I. The affairs of this Division shall be directed by the Executive Committee consisting of the Chair of the Division, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.
- II. The term of office of the Secretary-Elect shall be from the close of one Annual Meeting to the close of the next succeeding Annual Meeting.
- III. The Secretary-Elect shall succeed to the powers and duties of the Secretary in the event of the refusal or incapacity of the Secretary to act.
- IV. The Secretary-Elect shall be the member of the Committee on Program & Meetings and Committee on Program Advisory, also the Chair of the Committee on "Incoming Programs Advisory".

#### TRUSTEE

- I. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, The Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.
- II. The term of office of the Trustee of the Division shall be three years, to wit; from the close of one Annual Meeting of the SOCIETY until the close of the third successive Annual Meeting of the SOCIETY, or until the successor has been elected and duly qualified.
- III. The newly-elected and the retiring Trustee should always confer regarding current and continuing problems relative to the Division and the SOCIETY.
- IV. The Division Trustee should bring to the attention of the SOCIETY any problems or suggestions regarding Division-SOCIETY relations. He/she should be the liaison of the Division to the SOCIETY and promote the best interests of the Division with the SOCIETY.
- V. The Trustee should report to the Division Executive Committee without undue delay any information from a Board of Directors meeting which pertains to the Division.
- VI. In the event of election as President, Vice-President or Treasurer of the SOCIETY, or in the event of refusal to act, incapacity to act, or resignation of the Trustee Representative of the Division, a successor to fill the vacancy shall be selected promptly by agreement of the majority of the other members of the Division Executive Committee. The appointee's name and acceptance in writing shall be promptly transmitted to the Executive Director of the SOCIETY by the Division Chair, and he/she shall serve until a successor is elected and qualified. The balance of the unexpired 3-year term, if any, shall be filled by nomination and election at the next regular election.

**THE EXECUTIVE COMMITTEE**

- I. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee of the Division.  
  
Actual activities of the Division will be coordinated through a Steering Committee consisting of the Executive Committee and the Chairs of each of the active committees (both permanent and temporary). See Standard Operating Procedures for the Steering Committee.
- II. Any vacancies in the Division executive offices occurring during the year shall be filled promptly by agreement of the majority of the remaining members of the Division Executive Committee, to serve until a successor is elected and qualified. A member so appointed shall not forfeit the privilege of election to any Division office. The appointees name and acceptance in writing shall be promptly transmitted to the Executive Director of the SOCIETY by the Division Chair.
- III. A successor to fill the Trustee vacancy shall be selected promptly by agreement of the majority of the remaining members of the Division Executive Committee. The appointee's name and acceptance in writing shall be promptly transmitted to the Executive Director of the Society by the Division Chair, and shall serve until a successor is duly elected and qualified. The balance of the unexpired 3-year term, if any, shall be filled by nomination and election of a Trustee representative at the next regular election.
- IV. Meetings of the Executive Committee
  1. Usually on Sunday during the Annual Meeting of the Society.
  2. Once during an appropriate period of the Division meeting.
  3. At the option of the Executive Committee, sometime between the Division meeting and the Society's Directors meeting if necessary.
- V. The Executive Committee members and the Steering Committee members shall receive a copy of the agenda for each meeting approximately two weeks prior to the meeting. In general, the Division meeting will consider the Progress Reports of the committee chairs and at the Annual Spring meeting consider the final reports of these chairs.
- VI. One item on the agenda of each meeting is to be revisions/additions to the Standard Operating Procedures.
- VII. All members of the Executive Committee shall send copies of all correspondence to each member of this group.
- VIII. Approved minutes of the meeting shall be posted on the Society Web page. Division Chair shall have the responsibility to post the minutes within one month after such meeting(s).

**STEERING COMMITTEE**

- I. Actual activities of the Division will be coordinated by a Steering Committee consisting of the Executive Committee and Chairs of each of the active Committees (both permanent and temporary in the Division).
- II. The Steering Committee will normally meet twice a year, usually on Sunday during the Annual Meeting of the SOCIETY, and once during an appropriate period of the Division Meeting.
- III. The specific Committee activities will be one of the major subjects of discussion at the Steering Committee meetings. Each Committee Chair will mail a summary of the activities and future plans of his committee to the Division Chair at least 3 weeks prior to the meeting. The Division Chair, in turn, will provide copies of the Committee reports to each and every member of the Steering Committee.
- IV. The Chair of each active Division committee is responsible for selecting his own Committee activities and assigning specific Committee responsibilities. Development of active Committees by each and every Chair permits, of course, more active participation by members in Division activities, broader activities for each and every Committee, and better continuity of Committee activities when specific Committee Chairs retire.

- V. It is the responsibility of each Committee Chair to maintain an active working Committee, and also to notify the Division Chair of the names of Committee members.
- VI. From time to time, the Division Chair may wish to add people to specific committees. It is his prerogative to do so by appointing the Committee member and at the same time notifying the Committee Chair of the appointment.
- VII. Approved minutes of the meeting shall be posted on the Society Web page. Division Chair shall have the responsibility to post the minutes within one month after such meeting(s).

#### **COMMITTEE ON PROGRAMS AND MEETINGS**

- I. The Committee on Programs and Meetings shall consist of the Division Vice-Chair, as Committee Chair, and the Secretary and Secretary-Elect. They shall serve one year.
- II. The incoming Chair of this committee must be invited to work actively with the existing Chair for the Fall term in order to become acquainted with the operation of this committee.
- III. It shall be the responsibility of this Committee to solicit technical papers and arrange the program of technical meetings of the Division.
- IV. This committee has sole responsibility to work with the Program Chair of the SOCIETY to affect a strong, interesting, and well-integrated program at the Annual Meeting of the SOCIETY.
- V. Suggested means of solicitation are:
  - a. Letters to Division members.
  - b. Include a letter when mailing registration lists of Division meetings.
  - c. Notices in various ceramic trade magazines.
  - d. Notices in Society Publications.
- VI. Care should be taken to recognize various cut-off dates for the submission of papers or programs for presentation and/or publication. If a temporary committee to handle the function of the Committee on Symposium and Workshop is not authorized, the responsibility is to be handled by the Committee on Programs and Meetings.
- VII. THE PROGRAM CHAIR HAS RESPONSIBILITY TO TAKE RECOMMENDATIONS OF THE KEYNOTE SPEAKER COMMITTEE AND SELECT KEYNOTE SPEAKER AND AUTHORIZE SYMPOSIA, INTERESTED TO DIVISION MEMBERS.

#### **COMMITTEE ON PROGRAM ADVISORY**

- I. The Chair of the Program Advisory Committee shall be the Division Secretary. Secretary-Elect shall be a member of the committee. All other Division Officers are ex-officio members of the committee. The Chair of the Editorial Committee also serves as an ex-officio member and is responsible for inputting new areas being submitted for publication. The Chairs of the technical committees serve as members of the committee.
- II. The Chair of the Program Advisory Committee shall appoint members to the committee with each assigned a specific technical area of responsibility.
- III. The general functions of the Program Advisory Committee are to identify technical areas for session topics, to suggest session organizers, to suggest areas suitable for joint sessions, and to provide a measure of continuity and long range planning for program offerings. In this regard, he/she will be advised by the Chair of the respective technical committee chairs, if any.
- IV. The duties of each committee member assigned a specific technical area of responsibility are to:
  - a. Keep abreast of developments in the area and report significant development to the committee.
  - b. Recommend session topics and program formats (e.g., symposia, panel discussions, joint sessions, etc.) that will foster the best participation and dissemination of technical developments in the area.
  - c. Recommend potential session organizers within the area.



- d. Recommend potential keynote speakers or other recognized authorities in the area whose presence would enhance the stature of the technical program.
  - e. Offer suggestions as to the timeliness of highlighting or focusing on the area.
  - f. Communicate to the committee any advances in science or technology which should be covered by the Electronics Division regardless of whether or not they fall within the area.
- V. Meetings of the Program Advisory Committee are at the call of the Committee Chair. Inputs and recommendations from committee members are made at the committee meetings, or at other times of the year directly to the Committee Chair or the Program Chair (Vice-Chair of the Division).

#### **COMMITTEE ON INCOMING PROGRAM ADVISORY**

- I. The Chair of the Incoming Program Advisory Committee shall be the Division Secretary-Elect. All other Division officers are ex-officio members of the Committee. The Chair of the Technical committees (temporary) and Chair of the Editorial Committee serve as members.
- II. The general function of the committee is the same as that of the Program Advisory Committee on future programs and technical meeting agenda.

#### **NOMINATING COMMITTEE**

- I. The Division Nominating Committee shall consist of three members: the retiring Chair of the Division, or his/her appointee, who will act as Committee Chair and two members to be elected. The two elected members shall be nominated and elected at the Annual Fall Meeting of the Division immediately prior to the year in which they are to serve. They will take office at the close of the Annual Meeting of the Society, at which time they will be joined by the then retiring Chair of the Division. The three members shall serve for one year and are not eligible for re-election prior to the third succeeding year. Their duties are to present nominees for the officers of the Division.
- II. It shall be the duty of the Nominating Committee to make nominations for the following to wit: (1) Chair, if necessary, (2) Chair-Elect, (3) Vice-Chair, (4) Secretary, (5) Secretary-Elect, and (6) Trustee, if necessary.
- III. The names of the candidates selected by the Division Nominating Committee for the offices to be filled by election, together with the acceptance of each candidate of his nomination shall be forwarded to the Chair of the Division in sufficient time to permit their publication in the American Ceramic Society Bulletin on or before the 15th day of January or mandated by the SOCIETY whichever earlier.
- IV. The Division Nominating Committee functioning during the year prior to the Annual Meeting of the Society at which the triennial term of the Division Trustee representative expires, shall include on its slate of nominations the nominee for the office of Division Trustee.
- V. The Chair of the Division shall advise the Executive Director of the Society as to the names of the nominees and certify their assent to nomination in time for the names to be published in the American Ceramic Society Bulletin on or before February 1 or mandated by the SOCIETY whichever earlier.
- VI. Additional nominations may be made by petition bearing the signature of fifteen (15) voting members of the Division, accompanied by the assent of each nominee, forwarded to reach the executive director of the Society on or before two weeks following the publication of the Divisional Nominating Committee's nominees.
- VII. Election shall be by ballot as provided by Society rules. The candidate for each office who receives a plurality by the votes cast shall be elected.

#### **COMMITTEE OF PAST DIVISION CHAIRS**

- I. It shall be the duty of the Past-Chair to review the Rules and the Standard Operating Procedures of the Division, and submit recommendations to the Division Chair.
- II. He/she shall assist the Chair of the Division in any of the duties if consulted on matters of policy and procedures.

- III. The Division Nominating Committee shall consist of three members: The Past-Chair of the Division who will act as Committee Chair and two members elected. The two, or his appointee, elected members shall be nominated and elected at the Fall meeting of the Division immediately prior to the year in which they are to serve. They will take office at the close of the next succeeding Annual Meeting of the SOCIETY, at which time they will be joined by the then retiring Chair of the Division or his appointee who will serve as the Chair of the Nominating Committee.
- IV. All past Chairs should make an attempt to attend the Steering Committee meetings, as ex-officio members of the committee.

#### **COMMITTEE ON NOMINATIONS FOR FELLOWS**

- I. The Committee on Nominations for Fellows shall consist of a Chair and two members, all fellows of Society, with one new member being appointed each year by the incoming Division Chair for a period of three years. The senior member shall be the CHAIR of the Committee.
- II. A Society Fellow and member of the Electronics Division shall be nominated by the Division Chair and confirmed by majority of the Division Executive Committee to serve as the member of the "Panel of Fellows" of the Society.
  - i. Term of the membership shall be three years starting at the end of the Annual Meeting of the Society.
  - ii. He/she shall be an ex-officio member on the "Committee on Nominations for Fellows" of the Division.
  - iii. The process shall be completed by four weeks after the Annual Meeting and shall be reported to the Society.
- III. A retiring member shall be eligible for immediate reappointment as an incoming member, but it is recommended that consideration be given to the appointment of other members of the Division.
- IV. The duties of the Committee on Nominations for Fellows shall be to see that well-qualified and eminent members of the Electronics Division are nominated as Fellows. It is recommended that the Chair of the Committee see that at least two members of the Electronics Division are selected as nominees to be recommended to the SOCIETY Panel of Fellows.
- V. The list of nominees should also be sent to the Division Trustee before the Director meeting of the SOCIETY, after the selection of the nominees.
- VI. Rules of the SOCIETY must be observed in the selection and recommendation of Fellows. For example, the proper forms must be obtained, proper sponsorship provided, and proper supporting documents prepared as outlines in the Rules of the SOCIETY.
- VII. It is suggested that all nominations for Fellows from the Electronics Division be referred to the Chair of the Committee so that appropriate records can be maintained.
- VIII. A list should be maintained of candidates who were not nominated and voted in as Fellows. It should be passed to each successive chair of this committee for consideration in successive years.
- IX. The annual report should show the present Fellows to Division membership and compared against present Fellows to the SOCIETY membership.

#### **COMMITTEE ON EDITORIAL ADVICE**

- I. The Editorial Advice Committee shall consist of a Chair appointed by the Division Chair for a two year period.
- II. The Chair shall be responsible for proper review of papers according to Society Rule R XIII, t, j, in areas such as: Linear dielectrics, non-linear dielectrics (ferroelectrics), superconductors, magnetics, semiconductors, and composites or any other electronics related areas.

- III. New review areas may be created by the Division Chairman upon recommendations of the Chair of the Editorial Committee and sub-chairs may be appointed to assist the chair of the committee.
- IV. A retiring Sub-Chair shall be eligible for reappointment in the same position or as Chair of the Editorial Committee.
- V. The Committee Chair may succeed himself/herself in this position.
- VI. Each Sub-Chair has the authority to assign papers referred to his/her jurisdiction to one or more anonymous viewers.
- VII. The names of the Chair and Sub-Chairs of the Editorial Committee shall be made public information.
- VIII. The Committee Chair has the responsibility to monitor and review the work of the Sub-Chair in order to promote and/or arrive at some degree of uniformity in the review and grading of papers. Reviewed papers should be forwarded to: The Publisher of the Society by the Committee Chair.
- IX. The Chair of the Editorial Committee is to submit a report including at least a summary of the number of manuscripts handled, average time between submission and publication, number of papers published in the Journal and Bulletin in each area, and opinion on the quality of the papers over-all.

#### **COMMITTEE ON MEMBERSHIP**

- I. The Committee on Membership shall consist of a Chair or Chairs appointed by the incoming Division Chair and two or more members chosen by the Committee Chair. They shall serve for one year and are eligible for immediate re-appointment. It is suggested that members of the committee should represent various sections of the country to insure more complete coverage.
- II. The Electronics Division shall consist of those Honorary Members, Fellows, Members, Student Members, Junior Members, and Corporation Members good standing who have major interests within the field covered by the Division and who have instructed the SOCIETY to so enroll them.
- III. It shall be the duty of this committee to foster the growth of the membership, both individual and corporate, of the Division.
- IV. Methods for attracting new members are:
  - a. Obtain names of non-Society registered participants at the Annual or Division meetings who are interested in the Electronics Division program. Follow up with a mailing to describe advantages of the Division and solicit membership. Application blanks and a single issue of the CERAMIC BULLETIN, the JOURNAL or other appropriate information may be obtained and included.
  - b. Send back issues of the CERAMIC BULLETIN, JOURNAL, or other appropriate information to the users of Electronic ceramics along with a membership solicitation.
  - c. Personal contact and salesmanship.
  - d. Contact graduating students through direct mailings or through school activities.
  - e. Obtain information from the Director of Membership Services of the Society.
- V. Suggested items to review at the annual report:
  - a. Changes in membership
  - b. Changes in attendance at the Fall meeting.
  - c. Roster of active committee members.
  - d. Any other special items

#### **COMMITTEE ON RULES/S.O.P**

- I. The Committee on Rules shall consist of a Chair appointed by the incoming Division Chair. He/she shall serve for one year and be eligible for immediate reappointment.
- II. He/she shall provide the liaison with the corresponding committee of the SOCIETY.

- III. The Committee performs such duties as may be required for the Executive Committee of the Division, relating to the interpretation or the amendment of the Rules of the Division.
- IV. Amendments to the Rules of the Division may be proposed and accepted for balloting by the voting members of the Division in accordance with the Rules of the Division, Article E-11.
  - a. At any regular business meeting of the Division by a majority vote of voting members present at that meeting.
  - b. By a petition signed by fifteen (15) members of the Division.
- V. Submit copy of proposed amendments to the SOCIETY Parliamentarian for approval prior to submitting for balloting by Division membership.
- VI. The Executive Director of the SOCIETY shall, upon notification from the Chair, Rules Committee of the Division as to the action taken or upon receipt and validation of a petition to amend, prepare, mail, email, or otherwise distribute, and tally 30 days after distribution, the returned vote upon the proposed amendment and notify the chair of the Division as to the result.
- VII. These rules may be amended by two-thirds majority vote of those voting by distributed letter ballot.
- VIII. Amendments to these rules shall become effective upon the receipt by the chair of notification of their passage or upon the stated effective date of the amendments, whichever is the later date.
- IX. The Chair of the Committee on Rules/S.O.P. may request an assistant who shall be chosen by the Committee Chair.
- X. Keep a record of current Division Rules on file at the SOCIETY headquarters.
- XI. The Chair of the Rules Committee may also be the Chair of the Committee on Standard Operating Procedures.
- XII. Amendments to the Division's Standard Operating Procedures may be proposed and voted upon by voting members of the Division at any regular business meeting by a majority vote of the voting members at that meeting.
- XIII. Amendments to the Division's Standard Operating Procedures that pass by a majority vote of the voting members at the Division business meeting shall be submitted to the SOCIETY Parliamentarian for determination that there are no conflicts with the SOCIETY Constitution Articles, By-Laws, or Rules prior to amendments becoming effective.

#### **COMMITTEE ON EDUCATION**

- I. The Committee on Education shall consist of a Chair appointed by the incoming Division Chair. He/she shall serve for one year and be eligible for immediate re-appointment.
- II. The Chair of the Committee on Education may request assistants who shall be chosen by the Committee Chair.
- III. It is the responsibility of the Committee to study current and future trends in engineering and scientific requirements with respect to ceramic engineers and ceramic technologists, and to consider possible recommendations for incorporation into ceramic engineering curricula. The Chair should request the members of the Committee to forward any information and recommendations along this line to him throughout the year.
- IV. The Chair of the Committee on Education should maintain a close liaison with both Ceramic Educational Council and the National Institute of Ceramic Engineers.
- V. Other suggested activities:
  - a. Prepare a list of available speakers to talk to students and local groups.
  - b. Develop a program to supply displays to the various ceramic schools around the country.

#### **COMMITTEE ON CLASSIFICATION NOMENCLATURE AND STANDARDS**

- I. The Committee on Classification, Nomenclature and Standards shall consist of a Chair appointed by the incoming Division Chair. He/she shall serve for one year and be eligible for immediate reappointment.
- II. He/she is a member of the Committee on Classification, Nomenclature and Standards of the SOCIETY and shall act as a liaison between the SOCIETY and the recognized standardizing organization. Through the SOCIETY Committee Chair, he/she shall report annually to the Board of Directors on new or improved test methods and specifications that have adopted as tentative or standard, and to recommend at appropriate intervals the publication of comprehensive lists of standards for ceramic products, additions thereto or revisions thereof, as circumstances may require.
- III. The Chair of this committee will be responsible for all liaison with ASTM and other International Quality and Standard Organizations.
- IV. The Chair of the Committee on Classification, Nomenclature and Standards may request assistants who shall be chosen by the Committee Chair.

#### **COMMITTEE ON LIAISON**

- I. The Committee on Liaison shall consist of a Chair/Chairs appointed by the incoming Division Chair and has the responsibility to:
  - a. Investigate and report on government and military activities and publications.
  - b. Provide information on literature sources; also names and addresses of information sources.
  - c. Circulate notices of meetings of possible interest.
  - d. Solicit the cooperation of the editorial staffs and key members of each Society, Institute, or Military Agency for brief reports which may have a bearing on electronic ceramics.
- II. The Chair should solicit assistants in key agencies to help in these tasks.
- III. The Chair will serve in the "Legislative & Regulatory Affairs" Committee of the Society.

#### **COMMITTEE ON CORPORATE RELATIONS**

- I. The Committee on Corporate Relations shall consist of a Chair/Chairs appointed by the incoming Division Chair and has responsibility to inform the Corporate needs to the Division.
- II. He/she will assist the Membership Committee to expand the Corporate membership.

#### **COMMITTEE ON HISTORY/PERSONNEL BIOGRAPHY**

- I. The Committee on History/Personnel shall consist of a Chair/Chairs appointed by the incoming Division Chair and has the responsibility to compile information on Division personnel interested in serving on active Division Committees. It shall be the responsibility of this Committee to maintain and update the History of the Division.
- II. It is recommended that the Chair submit to the incoming Division Chair, a list of people desiring to participate in Division activities four months before the Annual Meeting.
- III. To facilitate the above, it is suggested the Chair of this committee initiate a questionnaire to end to members of the Division.
- IV. The Committee on Personnel also has the responsibility to act as the Committee on Biographies by:
  - a. Maintain a file of biographies of members of the Division by utilizing the Computerized Society Membership list from which the Division members can be pulled.
  - b. Make the biographies available to the entire Division.
  - c. Obtain additional biographical data as new members join or old members change jobs or locations.

- d. Attempt to make members better known to each other and to the Division officers and committee chairs.

#### COMMITTEE ON AWARDS AND SCHOLARSHIPS

- I. The Committee on Awards and Scholarships shall consist of a Chair/Chairs appointed by the incoming Division Chair and has the responsibility to:
  - a. Study areas of possible service to the Division.
  - b. Recommend to the Division officers possible needs for awards within the Division.
  - c. Investigate and publicize available scholarships and fellowships to the Division members to acquaint them with the mechanics and to increase the general awareness of the existence of such aids.
- II. THE ESTABLISHMENT OF AWARDS BY THE DIVISION, THE MANNER AND PROCEDURE OF SELECTING THE RECIPIENT AND THE APPOINTMENT OF MEMBERS OF AWARD COMMITTEES SHALL BE SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS OF THE SOCIETY.
- III. The Electronics Division has established an Award to be known as the Edward C. Henry Award for the best paper, in the memory of Edward C. Henry, one of the founders of the Electronics Division with the Society.
  - a. The purpose of the Award is to grant recognition for excellence to the author or authors of a paper published in the JOURNAL or the BULLETIN of The American Ceramic Society during the previous year on a subject related to electronic ceramics. The selection factors shall include originality of content, scientific and technical merit and quality of the written paper.
  - b. The form of the Award shall be a check for \$500 and a framed certificate(s).
  - c. The Award is to be given every year.
  - d. The Award shall be selected by at least two scrutinizers, at least one of whom shall be the Chair of the Awards and Scholarship Committee and at least one appointed by the division Chair. At least one scrutinizer from industry is preferred.
  - e. After their appointment, the scrutinizers shall read the eligible papers and come to a decision. If there is a deadlock, the scrutinizers shall submit the two candidate papers to the executive committee of the Electronics Division for closed ballot majority vote of the Executive Committee of the Division. The chair of the Division shall be responsible for the balloting of the Executive Committee.
  - f. The scrutinizers shall be guided by significance of the subject, content, readability, timeliness and breadth in making their choice.
  - g. Scrutinizers shall not succeed themselves, but shall be re-appointed by the Chair of the Division at each appropriate annual meeting.
  - h. The Chair of the Division will be informed of the scrutinizers' selection so that he/she may direct the Society to prepare the award. The Chair will be responsible for attempting to have all the awardees present.
- IV. The Electronics Division has established a second Annual Award to be known as "THE HOFFMAN SCHOLARSHIP" in the memory of Dr. Lewis C. Hoffman, former Chair and Trustee of the Electronics Division; A DUPONT Research Fellow and one of the pioneers in the incorporation of ceramic/glass science and engineering in the area of thick film microelectronic circuits technology.
  - a. The purpose of the Award is to encourage academic interest and excellence among undergraduate students in the area of ceramics/materials science and engineering.
  - b. The award will take the form of one 2000 dollar undergraduate tuition scholarship and a plaque given at the SOCIETY Annual Meeting. The award shall be given to a junior or senior student who has acquired a total of at least 80 semester credits or equivalent quarter credits at the time of the application and is still a full-time undergraduate student by the time of the award. The award shall be a one-time award and re-application shall not be allowed.
  - c. The Committee on The Hoffmann Scholarship shall be a defined sub-committee under the "Committee on Awards & Scholarship," composed of at least three members, one of whom shall be from either a national lab or industry. The Chair of the sub-committee shall be the Chair of the "Committee on Awards & Scholarships." Members shall be eligible for immediate re-appointment.
  - d. The selection factors of the awardee shall include: Total GPS, Science GPA, American Ceramic Society Student Branch Faculty Advisor recommendation letter,

- Extracurricular activities, PSAT/SAT/ACT scores, if available, and an essay of 500 words or less on a topic selected by the Scholarship Committee.
- e. The Committee Chair shall be responsible for distributing application forms and collecting all documentations from the students at least five months before each Annual Meeting. The Chair must distribute to the members of the committee, all the documents immediately after receiving. The final selection of the awardee shall be made at least three months before that year's Annual Meeting.
  - f. The Committee Chair with the approval of the Chair of the Division shall be responsible to inform the name of the Awardee to the SOCIETY/awardee/school of the awardee, to give Award and plaque at the Annual Meeting and to arrange to include the name of the awardee in the "Recognition List of the SOCIETY Annual Banquet Program."
- V. The Electronics Division has established a third AWARD to be known as "THE BEST STUDENT PRESENTATION AWARD(S)."
- a. The purpose of the Award is to promote and recognize the quality of the technical presentations at the Division meetings of the Division. There shall be a minimum of two awards in each year.
  - b. The AWARD(s) shall be the typical support of 250 dollars for first prize, 150 dollars for second prize, and 100 dollars for third prize and a certificate for each. Award shall be given to the main author of the presentation, in case there is more than one author.
  - c. The Committee on The Best Student Presentation Award(s) shall be a defined sub-committee of the "Committee on Awards & Scholarship," composed of three members of the Electronics Division, appointed by the Chair of the Division. The Chair of the "sub-committee" shall be the Chair of the "Committee on Awards & Scholarships or his/her appointee from the members of the committee. Members shall be eligible for immediate reappointment.
  - d. The selection factors of the awardees shall include, technical content, format, mode of presentation, etc., as judged by the members of the committee and selected for awards by the majority of the committee.
  - e. All student poster/oral presentations at the Division-sponsored symposia as the leading division shall be included in the evaluation and judgment of the committee.
  - f. The Chair of the sub-committee shall be responsible to inform awardees and ask them to attend the Electronics Division Business Meeting during the announcement of the Award.
  - g. The Chair of the Division shall be responsible to inform Society, prepare the Awards, publicize the awards in the Bulletin and mail the awards to the awardees within a month after the meeting.
  - h. All expenses of these awards shall be taken from "The Division Operating Fund," according to the procedures established by the SOCIETY.

#### **DIVISION FUNDS**

- I. The division may raise funds from the publication of Division Meeting Abstracts, Division membership yearly fee, contributions from individuals and organizations including the Society. The Division shall establish special funds for specific purposes with the approval of the Society.
- II. Division funds shall be managed by the Society Treasurer and the expenditure of funds by the Treasurer shall be upon the written authorization of the Division Chair and Division Trustee.
- III. The "Hoffman Scholarship Fund" shall be used only for the purposes of giving undergraduate student scholarships as described under section IV on "COMMITTEE ON AWARDS AND SCHOLARSHIPS"
- IV. "Division Fund" shall be used: (a) to give complimentary registration fee for invited speakers, (b) to supplement "The Hoffman Scholarship", in case the lower return for the 'Hoffman Fund' (c) to give "Edward C. Henry Award" (d) to give "The Best Student Presentation Award/s" (e) to use Division Meeting promotional activities as approved by the Division such as newsletters, correspondence, organization meetings etc. (f) to support Student Travel Grants (g) to use other Division activities/scholarships etc. as approved by the Executive Committee.

Student Travel Grants shall be administered as follows:

- a. Travel grants will be \$250.

- b. Total student travel grants awarded during a calendar year shall not exceed \$3,000.
- c. Travel grants may be awarded for travel to either the divisional or annual meeting.
- d. Applications for student travel grants will include a copy of the student's resume and a letter of support provided by a faculty member from the student's institution.
- e. Applications must demonstrate an interest in electroceramics.
- f. Timing:
  - i. applications may be submitted during the time period between the release of the call for papers and the abstract due date
  - ii. Within one month of the due date a response will be provided to the applicant indicate whether the application has been supported.
- g. Applications will be reviewed by a committee chaired by the Committee Chair of the Education committee and two other individuals appointed by the Division Chair.
- h. Student must be the presenter of the paper.
- i. The travel award will be provided at the time of the meeting.

Divisional activities/scholarships etc. as approved by the Division Executive Committee.

- a. The complimentary registration for invited speakers shall be initiated by the organizers of the symposia and division program chair using the criteria established by the Executive Committee. The criteria shall be economic needs, etc.
  - b. The request shall be submitted to the Division Chair at least five weeks before the starting of the meeting.
  - c. The maximum number of complimentary registration per Electronics Division-led symposia shall be ten percent of the total number of speakers or three, whichever is lower.
- V. Division fund shall not be used for Division Officers' activities such as travel, meeting registration fees or other personal expenses.

